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An Equal Opportunity Employer

To: All DWD Employees

From: Monty W. Combs
Deputy Commissioner/ Controller *MC*

Date: March 31, 2005

Subject: DWD Policy 2004-29
Travel Management Agency for the State of Indiana

Re: All Funding Sources Administered by DWD

Purpose: To Introduce Carefree Worldtravel and its services to DWD employees

Rescission: DWD Communication #2002-30, issued April 11, 2003

CONTENT:

Carefree Worldtravel is the travel management agency under contract with the State of Indiana to provide travel arrangement services. Employees traveling on official state business are **REQUIRED** to use these travel services. Carefree Worldtravel can be contacted to make arrangements for both in state and out of state travel as follows:

Hotel Accommodations- One of the contracted functions of Carefree Worldtravel is to assure that state travelers get the most cost effective travel arrangements for the State of Indiana.

*** Out of State:** All employees are **required** to contact Carefree Worldtravel if seeking hotel arrangements. The only exception is when the conference sponsor is directly paying for hotel costs. Carefree Worldtravel is frequently able to obtain rates that are less expensive than government rates offered by many of the facilities.

*** In State:** Employees are **encouraged** to use Carefree Worldtravel when making hotel reservations. At times, hotels cannot offer the government rates (currently \$79/night plus applicable taxes and in the Indianapolis area **(only)** \$83/night plus applicable taxes). Carefree Worldtravel can search its database to see if any other hotels in the area have availability. If not, Carefree Worldtravel will contact Accounts Payable and let them know that the State rate is not available for that particular date. Accounts

Payable will then seek DOA's approval for full reimbursement once the travel voucher is filed.

Group Arrangements- Training or events with meeting rooms and lodging and other group arrangements can be made by Carefree Worldtravel at extremely reasonable rates. However, please refer to DWD's Communication regarding Financial Procedures for Arranging Conferences and/or Meetings. For any conferences/meetings involving consultants or speakers that DWD will be paying for directly, Carefree Worldtravel must be used to make all travel arrangements.

Carefree Worldtravel may be contacted as follows:

Carefree Worldtravel
402 West Washington St., Room W475
Indianapolis, IN 46204

(317) 233-5418 (Indianapolis area)
(800) 841-0446 (within Indiana and Nationwide)

Carefree Worldtravel has an agent dedicated to the State of Indiana Monday through Friday, from 8:00 a.m. to 5:00 p.m. Her name is Lisa Burton. She can be contacted at the above telephone number.

Any questions you may have regarding the services provided by Carefree Worldtravel may be addressed to the Travel Accountant, Pearline Harris at (317) 234-3668 or to the Assistant Manager of Accounts Payable, Missy Wolfe, at (317) 233-6673.

Effective Date: April 18, 2005

Review Date: January 31, 2007

Ending Date: April 18, 2007

ACTION:

All DWD employees are required to use the services of Carefree Worldtravel to arrange for the services outlined in this communication.

Ownership: Accounts Payable

MWC/MW: mw